

CITY OF SUNNYVALE
SUNNYVALE BOARD OF LIBRARY TRUSTEES
Council Chambers - City Hall
Regular Meeting December 2, 2002 - 7:30 p.m.
MINUTES

1. CALL TO ORDER:

The meeting was called to order by Chairperson Jackie Harrison at 7:31p.m. The following members answered roll call: William Soby, Tom Flaherty and Robert Harms. Board member Pam Anderson arrived at 7:32 p.m. Staff members present: Director of Libraries Victoria Johnson, Administrative Librarian Karen Willes and Recording Secretary Sandra Barajas.

2. AGENDA APPROVAL:

Jackie Harrison requested that the "Library Sub-Element Update" be added to the agenda and presented before New Business. Tom Flaherty moved to approve the agenda as amended; seconded by William Soby; motion carried unanimously.

3. APPROVAL OF MINUTES OF 11/04/02 MEETING:

Robert Harms moved to approve the minutes as presented; seconded by Pam Anderson; motion carried unanimously. Tom Flaherty abstained due to his absence of the 11/04/02 meeting.

4. PUBLIC INPUT: None

5. NEW BUSINESS: None

a. Library Sub-Element Update:

Administrative Librarian Karen Willes presented an overview of the draft Library Sub-Element. In the Goals, Policies and Action Statements two new action statements have been added: 6.2b.2e and 6.2c.1f. Circulation of Non-English language materials has been added to the Community Condition Indicators Chart.

Discussion ensued regarding:

- City survey scale categories
- Library visits per capita
- Wording to Action Statement 6.2f.1d
- Comparisons of automation systems with other libraries

No Action was taken.

A Joint Study Session with the City Council, the Planning Commission and the Board of Library Trustees is scheduled for Tuesday, December 17 at 6:30 p.m. in the Library Program Room.

b. Library Annual Report:

No comments, questions or suggestions were brought up by the Trustees.

c. Day in the District – January 10, 2003:

Director Johnson shared with the Board information regarding Library Day in the District. The second annual Library Day in the District will be on Friday, January 10, 2003. Further information regarding appointment times and places will be posted on the California Library Association and California School Library Association.

d. Mayor's memo regarding Board and Commission Meetings:

Discussion ensued regarding suggestions compiled by former Mayor Fowler in a memo following meetings held with representatives of the Boards and Commissions. The memo stated that those items did not require Council action.

1. Identifying Study Items suitable for assignment to specific Boards and Commissions
2. Preparation and submission of Commission Budget requests, complete with expected outcomes and ways to measure them
3. Preparation of written comments on items heard by Commissions, to be included as separate attachments to Reports to Council
4. Requests to Council for special recruitments to fill Commission vacancies

The Board felt that there are a number of ambiguities in these statements and recognized that study issues are designed to be completed by staff. They have not had problems with budget since association membership and conference attendance for Trustees is managed in the Library budget. The Board felt their vacancies have been filled in a timely manner. After discussion, Tom Flaherty moved for the Director of Libraries to get clarification for items 1 – 3 seconded by Pam Anderson; motion carried. Director of Libraries will investigate and report back to the Board.

After further discussion, Pam Anderson moved to invite City Mayor and Vice Mayor to next Board meeting to receive clarification on items 1 – 3; seconded by Bob Harms; motion failed. Trustees felt this was an unnecessary step and might not make good use of Council members' time.

6. WORK STUDY PROGRAM:

a. Library Fee Review:

Director Johnson reviewed with the Board the current library fines and fees. Discussion ensued regarding the standard fine, periodicals, reserves and overdue fines for feature videos and DVD's. Board members favored keeping the standard fine at \$.20, maintaining the \$1.00 fine for overdue videos and DVDs, maintaining the \$.50 reserve fee and reducing fines on periodicals to the standard fine.

7. OLD BUSINESS:

a. Review revised Workplan for 2003:

Director Johnson reported that the suggestions from the November Board meeting have been incorporated to the Workplan for 2003 as follows:

- Community Outreach Planning: February 3
- Collection Development plans for meeting media needs: May 5
- Library Catalog Replacement Update: October 6

The final Workplan will be reviewed and approved at the January Board meeting.

8. SAB (System Advisory Board) REPORT: None

9. CHAIRPERSON'S REPORT:

Chairperson Harrison presented a brief overview of the programs that she attended during the California Library Association conference held in November 2002. She shared with staff a handout from the "Marketing to Hispanic Communities" program presented by Marie Bryan, Yolanda Cuesta and Gail McGovern.

She also encouraged library staff and board members to obtain a copy of the Bay Area Parents magazine in which The Friends of the Sunnyvale Public Library Book Sales were mentioned.

10. DIRECTOR'S REPORT:

Director Johnson noted the following:

- The RTC: Consideration of Workplan to Assess Future Library Needs was approved on the consent calendar. Chair Jackie Harrison represented the Board at the City Council meeting.
- A brief overview of the California Library Association Conference programs was presented.
- The reporting for period five was just concluded. Sc[i]3 performance for that period shows revenues down \$19,000 from last fiscal year and expenditures reduced by \$236,000 from last fiscal year.
- A training session for Board and Commission members on "Mastering Meetings for Results" is being scheduled for January, 2003 by the City Clerk's Office details will be forthcoming.
- The letter to the Friends of the Library outlining the Library's Wish List was shared. The request, for nearly \$40,000 includes materials, equipment, program support and promotional items to support library services.
- Program flyers and announcements were distributed.

11. BOARD INPUT: Robert Harms shared with the Board a letter from the City Manager regarding City Council items posted in the California Room of the Library. This letter responded to a concern raised in a meeting between former Mayor Fowler and the Board and Commission representatives.

Tom Flaherty shared with staff that there has been an amendment to the Consultant Contract for the City Space Needs and will be presented at an upcoming City Council Meeting. He noted that this amendment dealt with developing a scenario for Council consideration in which the library remains in its current location while other city departments move to downtown.

12. STAFF INPUT: None.
13. AGENDA BUILDING: As requested by the Board, agenda item, " Clarification of Board and Commission Memo " will be added as old business to a future board agenda.
15. NEXT MEETING: 1/6/03, Council Chambers - City Hall 7:30 p.m.
16. ADJOURNMENT: There being no further business, William Soby moved that the meeting be adjourned at 10:04 p.m.

Respectfully submitted:

Victoria L. Johnson
Director of Libraries